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4 August 1966

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations 1-31 July 1966

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 53,630 items broken down as follows:

CIA IN	18,691
CIA OUT	7,598
Miscellaneous (Including Archives, 720)	4,552
Non-CIA Units	22,789
<u>Total Work Units</u>	<u>53,630</u>

b. CIA IN and OUT cables totaled 197,634 for the period January-July 1966, down 4% compared to the same period in 1965 (206,409) and 9% more than the base period 1963 (181,338).

c. Non-CIA cables for January-July 1966 totaled 167,597, an increase of 26% over the same period in 1965 (132,495) and 60% more than the base period 1963 (104,656).

d. Work units totaled 400,923 for January-July 1966 which is 8% more than the same period 1965 (372,194) and an increase of 25% (319,410) over the base period of 1963. Our Monday-Friday average for July was 2,015 items with an average of 1,730 items completed each 24 hours including Saturdays and Sundays.

e. 1,277 cables or 2.5% of all cables processed were forwarded to the Director as compared to 1,416 or 2.5% for June 1966.

2. Personnel

During the month we lost one person and gained none, reducing our on-duty strength to [] persons, eight short of our T/O of []

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3. General

a. We started on a program designed to clear out from our cryptic reference file [REDACTED] cryptonyms which we believe are obsolete. This is a piece-meal approach and what is needed is a system which starts with the office having control over the cryptonym informing us when the cryptonym is no longer in use. We will try to devise such a program with DDP.

b. We have reached a decision to use a Xerox 2400 and a 720 in lieu of two of our present three Xerox 914s. In so doing, we will, I believe, improve our capability to process messages quickly, particularly Non-CIA cables of one page and 20 copies or less. The cost of making copies on the Xerox may be slightly more than for offset printing, but for our purposes - need to compensate for shortage of people and speed in processing - the end result will be worth the cost.

c. On 26 July after more than two years of drafting and coordinating and redrafting and reCOORDINATING, we sent to the DDS Regulations Control Staff for publication fully coordinated and approved revisions of [REDACTED]. The revisions include all of the recent policy and procedural changes recommended by the Coffey Committee as well as the changes necessitated by the July 19 change in Organizational Cryptonyms.

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[REDACTED]
Cable Secretary

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